

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

November 14, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking parking spaces in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., Wednesday, December 5, 2018.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Caroline Hulett via e-mail at caroline.hulett@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION**

PARKING SPACES IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals and the responsiveness of the proposals to the stated requirements therefore, best proposals should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Administration
EXAMPLES OF CRITERIA**

- Location: Richland County
 - Preferred location(s): Within a three-block radius of the Rutledge building located at 1429 Senate Street, Columbia, SC 29201
- Expected occupancy date: As soon as possible
- Ideal set up should include, but is not limited to:
 - 70 parking spaces are required.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Parking lot must be paved or concrete with clearly-marked spaces and must include lighting for safe passage.
- Parking Facility must have proper drainage.
- Way finding signage to be provided by Landlord.
- Term: Please provide proposed rates for one (1) year with two (2) one (1) year extension options.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- Describe the surface as well as any systems in place including lighting, access and revenue control system (manufacturer and software).



MINIMUM STATE REQUIREMENTS

Standard State lease must be used – a copy is available on our website at:

**<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can
be provided upon request.**

- Property must be barrier and hazard free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., Wednesday, December 5, 2018**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Please attach a proposed parking plan.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
EMAIL: gary.anderson@admin.sc.gov

